

**UNITED STATES SECTION
INTERNATIONAL BOUNDARY AND WATER COMMISSION
UNITED STATES AND MEXICO**

SUPERVISORY EVALUATION OF APPLICANTS FOR SUPERVISORY AND MANAGERIAL POSITIONS

INSTRUCTIONS

APPLICANT

1. COMPLETE ALL ITEMS IN SECTION 1.
2. INSERT THE EVALUATION FACTORS IN SECTION II. (SEE THE JOB OPPORTUNITIES ANNOUNCEMENT [JOA] FOR THE EVALUATION FACTORS.)
3. GIVE THE FORM TO YOUR IMMEDIATE SUPERVISOR FOR COMPLETION. THIS FORM IS USED TO DETERMINE IF AND TO WHAT DEGREE YOU POSSESS THE KNOWLEDGE, ABILITIES, SKILLS, AND OTHER CHARACTERISTICS REQUIRED TO PERFORM IN THE VACANT POSITION. YOU WILL BE GIVEN A COPY OF THE COMPLETED FORM IF YOU REQUEST IT.

SUPERVISOR

1. RATE THE APPLICANT'S ABILITY TO PERFORM EACH EVALUATION FACTOR. USE WHOLE NUMBERS ONLY NO FRACTIONS OR DECIMALS. USE THE SUPERVISORY RATING SCALE BELOW FOR RATING.
2. IN THE SPACE PROVIDED BELOW THE EVALUATION FACTORS, PROVIDE PERTINENT COMMENTS TO JUSTIFY ANY RATING ABOVE 3 WHICH YOU HAVE ASSIGNED. IDENTIFY THE FACTOR TO WHICH THE COMMENTS PERTAIN BY NUMBER.
3. PRINT OR TYPE YOUR NAME AND JOB TITLE IN THE SPACE PROVIDED. SIGN AND DATE THE FORM IN INK IN THE SPACE PROVIDED.
4. RETURN THE COMPLETED FORM AS SOON AS POSSIBLE TO THE USIBWC HUMAN RESOURCES OFFICE, OR TO THE APPLICANT FOR TRANSMITTAL TO THE USIBWC HUMAN RESOURCES OFFICE.

SUPERVISORY RATING SCALE

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| 0 | PERFORMANCE EXHIBITS A DEFINITE WEAKNESS IN THIS AREA; OR THE APPLICANT HAS NOT DEMONSTRATED THE ABILITY TO PERFORM THIS FACTOR AND YOU HAVE OBSERVED NO EVIDENCE OF POTENTIAL. |
| 1 | PERFORMANCE IS ACCEPTABLE, BUT YOU HESITATE TO RECOMMEND THE APPLICANT FOR A POSITION IN WHICH THIS FACTOR IS IMPORTANT; OR THE APPLICANT'S ABILITY TO PERFORM THIS FACTOR SATISFACTORILY HAS NOT BEEN DEMONSTRATED, BUT YOU FEEL THE POTENTIAL EXISTS. |
| 2 | PERFORMANCE EXCEEDS LEVEL 1, BUT DOES NOT MEET LEVEL 3. |
| 3 | PERFORMANCE IS DEMONSTRATED AT THE FULLEST EXTENT EXPECTED. YOU RECOMMEND THE APPLICANT CONFIDENTLY. |
| 4 | PERFORMANCE EXCEEDS LEVEL 3, BUT DOES NOT MEET LEVEL 5. |
| 5 | PERFORMANCE FAR EXCEEDS EXPECTATIONS. YOU HIGHLY RECOMMEND PLACEMENT CONSIDERATION. |

SECTION 1

APPLICANT NAME: _____

JOA NUMBER: _____

JOB TITLE, PAY PLAN, SERIES, AND GRADE LEVEL OF VACANCY

SECTION II

SUPV.
RATING

EVALUATION FACTORS

SUPERVISOR'S NAME & JOB TITLE (PRINT OR TYPE)

(DATE OF SIGNATURE)